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IC Registry  
Ref-13a

DCI/IC-74-2807  
15 October 1974

MEMORANDUM FOR: See Distribution List

SUBJECT : Calendar of Events

1. I plan to prepare a listing of major calendar items for display in the Management Information Center. This will be used for reference purposes at the regular Monday and Friday Staff Meetings. I have in mind preparing two boards -- one showing major events and meetings that occurred during the past week and a second showing items on the calendar for the coming week. The second board will also show selected major events in the coming month such as ExCom, IRAC, and USIB meetings or other items having major impact on the Staff.

2. [ ] will be responsible for preparing the displays. He will need from each of you by Thursday each week a listing of your key calendar items. Attached is a suggested format.

[ ]  
Executive Officer, ICS

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(Date Submitted)

WEEKLY REPORT  
CALENDAR OF EVENTS

Covering Activities of: (list component)

PAST WEEK

Date & Time

Event

Those Involved

(This section will duplicate items submitted during previous week except for events that were cancelled or rescheduled. This part of display will confirm that events took place as scheduled or will provide new information on those that did not.)

NEXT WEEK AND BEYOND

Date & Time

Event

Those Involved

(Of primary interest are the calendar items for IC Staff principles and their deputies that pertain to on-going Staff activities. Major events such as USIB, IRAC, and ExCom meetings for the out period (one month) should also be noted.)

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*Reports 13*

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**R&A BRANCH  
WEEKLY REPORT**

8 May 1974

**I. Accomplished**

- a. CPRC: - produced charts showing trends using Congressional presentation format.
- b. KIQ/KEP - developed procedure to input data via Management.
- c. Completed hand manipulation of KIQ/KEP statistics (to be used in DCI brief).
- d. Initiated product count for DY 73, 74 (will do for 71, 72 if results warrant).
- e. Rewrote R&D proposal on Community Management Model  
[redacted]
- f. [redacted] returned to duty after 3-week [redacted] course.
- g. [redacted] attended Information Working Group meeting.
- h. KIQ/KEP meeting held 5/2 [redacted]  
[redacted] to discuss DCI briefing).
- i. Preliminary analysis of DCID 1/2 priorities (draft).

**II. Upcoming**

- a. CPRC - using charts, do individual package analysis, assemble book for DCI prior to 20 May IRAC meeting.
- b. Summary analysis of KIQ/KEP statistics (using Ic above).
- c. Analysis of IC products (using Id above).
- d. Pre-IRAC preparation as required.
- e. Extend DCID 1/2 priority analysis (using results from If above).

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III. Meetings/Travel

- a. Information Working Group 5/8/74 [redacted] 25X1
- b. [redacted] to [redacted] Community Management Model Proposal.  
5/9/74.
- c. IRAC Working Group 5/9/74. [redacted] has book for CM. 25X1
- d. Program package WG 5/9/74 [redacted] 25X1
- e. Brief MPRRD on NSC structure 5/10/74 [redacted] 25X1



25X1



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